



**MOUNTAINS RECREATION & CONSERVATION AUTHORITY**  
Los Angeles River Center and Gardens  
570 West Avenue Twenty-six, Suite 100  
Los Angeles, California 90065  
Phone (323) 221-9944 Fax (323) 221-9934

## **JOB DESCRIPTION**

### **DEPUTY DIVISION CHIEF - FINANCE**

#### **Summary:**

Under direction of the Assistant Financial Officer assists with supervision of accounting staff; assists with the planning and execution of financial programs, including the annual budgeting process.

**Education Required:** Bachelor's degree or higher. Business Administration focus strongly suggested.

#### **Essential Duties and Responsibilities:**

- Assists with supervision of accounting, accounts payable and accounts receivable team members.
- Assists with the preparation, analysis, and review of agency expenditures for goods and services, making certain that expenditures charged to each project are in strict accordance with grant guidelines, including the period of performance, the scope of work performed, and the grant amount.
- Analyzes and recommends changes in fiscal policies and procedures.
- Conducts studies, prepares reports, compose correspondence to executive staff and Board of directors.
- Prepares agency financial statements as directed.
- Interfaces with auditors for annual and specific grant audits.
- Initiates, reviews, and approves Journal Entries.

**Required Skills:** Minimum five years work experience, at least two years in the public sector.

- Experience in accounting, budgeting, and forecasting, preferably in the public sector.

- Detailed knowledge of cash and accrual based accounting systems, project accounting, cash management, budgeting and forecasting, and financial reporting and analysis.
- Skills in IBM-based computer programs including word-processing and spreadsheets.
- Ability to establish and maintain cooperative relations with those contacted in the course of work.
- Ability to read, analyze and interpret common financial reports and legal documents.
- Ability to respond to common inquiries or complaints from customers or regulatory agencies.
- Ability to present information to executive management.
- Ability to apply financial, budgeting and accounting principles.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

**Supervisory Responsibilities:**

- Assists with supervision of employees in the Finance division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. .

**Other Duties and Responsibilities:**

- May be required to drive agency or personal vehicle.
- May be mobilized in the event of a disaster.
- Performs related duties as assigned.

**Compensation:** Depending on the needs of the Authority, this position may be staffed at the Deputy Division Chief I (pay range \$22.49 to \$27.77 per hour) or at the Deputy Division Chief II (pay rate \$25.98 to \$31.58 per hour) level.

**Benefits:** Health insurance, life insurance, employer-paid 2% @ 60 PERS retirement, vacation, sick leave and holiday schedules.

**How To Apply:** Send resume via email to: [Jeff.Jones@mrca.ca.gov](mailto:Jeff.Jones@mrca.ca.gov) or you may fax to: (323) 221-9933 Attention: Jeff Jones. Resumes must be received by Wednesday, November 30, 2011 by 5pm. Interviews for selected candidates are scheduled to be conducted on December 6 and December 7, 2011.

**Description of Agency:**

In 1980, the California State Legislature established the Santa Monica Mountains Conservancy, a state agency, which preserves California's natural resources. The Mountains Recreation and Conservation Authority (MRCA) is a joint powers agency that was established in 1985 between the Conservancy, the Conejo Recreation and Park District and the Rancho Simi Recreation and Park District. The MRCA retains local jurisdictional powers and is charged with preserving open space in the Santa Monica Mountains region.